Fisher Scientific Purchasing Guide

✓ Issuing an eVA Purchase Order
Issuing an eVA Purchase Order to Fisher Scientific

- Must have your quote number to purchase using an existing quote.
- Must have a Ship To address.
- After completing the Title, PO Category, Procurement Type.
- Go to **Shipping Entire Requisition**

This guide is specific to Fisher Scientific eVA Catalog orders only.

eVA User Guide located on the Procurement Services website includes step by step instructions on how to issue an eVA Purchase Order.
Issuing an eVA Purchase Order to Fisher Scientific

- Locate the Ship To by using the drop-down arrow then select Search for more. Select appropriate Address.
- Select Add from Catalog ...

Note: New users will be provided a Ship To address from Fisher prior to using the punch out catalog.

Previous selections will appear in the drop-down menu. Must use search for more... for all new selections.
Issuing an eVA Purchase Order to Fisher Scientific (continued)

Type “Fisher” in the Search field and click Search.
Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Click “Lab, Scientific, Diagnostic, Research Supplies” hyperlink
Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Click Quotes.
Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select or type Quote Number.

Select or Enter the Quote Number.
Issuing an eVA Purchase Order to Fisher Scientific (continued)

Select Add to Cart.
Select Return Cart to Purchasing Application.
Issuing an eVA Purchase Order to Fisher Scientific  

Select Submit.

**Shopping Cart**

<table>
<thead>
<tr>
<th>Catalog No.</th>
<th>Price</th>
<th>Quantity</th>
<th>Availability</th>
<th>Item Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>06-666/A</td>
<td>$2.39 / Pack of 280</td>
<td>1</td>
<td>Estimated Delivery: 5/12/2021 From: NAZARETH, PA (EPD)</td>
<td>$2.39</td>
</tr>
</tbody>
</table>

Order Subtotal: $2.39

Cart Total: $2.39

*NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.*
Issuing an eVA Purchase Order to Fisher Scientific (continued)

- Once you are back to your requisition, you can edit all or each line item individually to add the budget code and subaccount code.
- Verify all details and click Submit.
Resources

✓ Procurement Services Website
  www.odu.edu/procurement

✓ Procurement Services Department Email Address
  procurement@odu.edu

✓ Barbie Edwards – 757-683-7158